

Coachella Valley Public Cemetery District

Trustees Meeting

April 13, 2021

8:00 AM

A Trustees Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at Coachella Valley Community Trust – 45-149 Smurr Street, Indio, CA 92201, on Tuesday April 13, 2021 at 8:00 a.m. Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting was also conducted via teleconference by Zoom.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday April 9, 2021 by the Clerk of the Board.

CALL TO ORDER, ROLL CALL

Chairman Ernesto Rosales called the meeting to order at 8:09 a.m., those in attendance were as follows:

Directors Present:

Ernesto Rosales, Chair; Judy Vossler, Vice-Chair; Trustees Marcos Coronel, Bruce Underwood

Directors Absent:

John Rios – excused absence

Add'l Participants:

Carlos Campos, District Counsel with Best, Best & Kreiger

Kathryn Herrera, Clerk of the Board

Add'l Participant for Public Comment: Susie Del Toro, attended in person

Tawny Champ, attended via zoom

Josh Bonner, attended in person

FLAG SALUTE

Led by Trustee Vossler

MOMENT OF SILENCE

PUBLIC COMMENT

Public comments were reserved and documented in the latter part of the meeting/minutes.

ADDITIONS TO THE AGENDA

1. Request by Underwood to add an agenda item: approval of expense for CSDA Legislative seminar attendance.
2. Request from Attorney Campos to move closed session items 4.4 & 4.5 to the beginning of the meeting in order to accommodate the time schedule of attorney Craig Hayes who will be present via video.
3. Per Coronel no additions only revisions to agenda:
 - a. Move entire closed session up to 1st order of business
 - b. 9:30 am resume general session item 3.8 Audit/Budget Ad-Hoc Committee, Betsy Adams and Glen Lazof to present and discuss information pertaining to the Budget preparation.

Motion: Vossler to move Closed Session to 1st order of business to accommodate item nos. 1 & 3 as listed above

2ND: Underwood

Discussion: None
Yes: Coronel, Rosales, Underwood, Vossler
No: None
Absent: Rios
Abstain: None
** Motion Carries

Motion: Underwood to add item no. 1 listed above as Agenda Item 1.5: Approval of Expense for CSDA
Legislative seminar attendance

2ND: Vossler
Discussion: None
Yes: Coronel, Rosales, Underwood, Vossler
No: None
Absent: Rios
Abstain: None
** Motion carries

As per the request and motion approved under Additions to Agenda: Open Session adjourned for Closed Session;
Closed Session convened at 8:20 a.m.

CLOSED SESSION ITEMS

- 4.1 PUBLIC EMPLOYEE APPOINTMENT
Title: General Manager

- 4.2 THREAT TO PUBLIC SERVICES
Pursuant to California Government Code Section 54957
Consultation regarding COVID-19 (Coronavirus) impacts to public facilities and services

- 4.3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 82925 Avenue 52, Coachella, CA (10 acres on South-West Corner)
Agency Negotiator: General Counsel
Negotiating Parties: Congregation Kohanim Immitvas Hamoadim, Inc.
Under Negotiation: Price and Terms

- 4.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation, pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
Three (3) potential case

- 4.5 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)
Three (3) potential case

- 4.6 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 82827 Avenue 52, Coachella, CA
Agency Negotiator: General Counsel
Under Negotiation: Price and Terms

- 4.7 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 82847 Avenue 52, Coachella, CA
Agency Negotiator: General Counsel
Under Negotiation: Price and Terms

- 4.8 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 82867 Avenue 52, Coachella, CA
Agency Negotiator: General Counsel
Under Negotiation: Price and Terms

Closed Session adjourned: Open Session convened at 9:27 a.m.

Attorney Carlos Campos reported:

The Board discussed the items agendized for closed session, provided direction, no reportable action.

CONSENT CALENDAR

1.1 Trustee Minutes

- a. Special Meeting – Friday, February 19, 2021
- b. Regular Meeting – Tuesday, March 09, 2021
- c. Special Meeting – Saturday, March 27, 2021

1.2 Finance and Administration

- a. Approval of Expenditures Check Nos. #24841-24954
- b. February 2021 Investment Report (tabled from March 09, 2021 meeting)
- c. March 2021 Investment Report

1.3 Extension of temporary administrative services from Office Team

1.4 Extension of General Manager Spending Limit Increase to \$15,000

Motion: Coronel, to approve items 1.1-1.4 of the entire Consent Calendar as presented

2nd: Vossler

Discussion: None

Yes: Coronel, Rosales, Underwood, Vossler

No: None

Absent: Rios

Abstain: None

** Motion carries

1.5 Approval of Expense for CSDA Legislative Webinar – 2021 Virtual Special Districts Legislative Days.

Motion: Vossler

2ND: Coronel

Discussion: The dates for the seminar are May 18-19, 2021 and the expense requested of \$175.00 is for attendance of two people.

Yes: Coronel, Rosales, Underwood, Vossler

No: None

Absent: Rios

Abstain: None

** Motion carries

**** Skip to item 3.1 to accommodate public comment session and proceed to informational ITEMS.**

PUBLIC COMMENT:

Susie Del Toro requested an update on security issues. Susie Del Toro also requests a tentative schedule for security patrol.

Tawny Champ requested information pertaining to Cemetery Policy for music during COVID – Trustees will review and provide feedback once County Ordinances are reviewed.

INFORMATIONAL ITEMS

3.1 Security Ad-hoc Committee

Coronel: current status is the district has purchased surveillance cameras that included courtesy patrol. Coachella Valley Public Cemetery District (CVPCD) has attempted to contact the provider which has proved to be challenging. Patrol has been on site at random times; Patrol seems to be available although we have no specific or set times. Ideal plan is to have a contract and patrol schedule in place that would include daily reports as soon as administratively possible. CVPCD has no police powers to issue fines or citations. Once the new General Manager is on board the idea is for him to create a relationship with law enforcement in order to remedy any situations that arise.

One set of security cameras have been installed and CVPCD is waiting on the second set for install. Legal counsel has drafted a Video Surveillance Policy and would like feedback from fellow Trustees. The alarm company has been changed to ADT - the install of the alarm at Cemetery Office is complete and in use, the install of the alarm at the maintenance shop is currently being worked on and will be operating very soon.

****The balance of Informational Items will be discussed in the original order of the Agenda, Trustees agreed to proceed with trustee action items as listed on agenda**

TRUSTEES ACTION ITEMS

2.1 PUBLIC EMPLOYEE APPOINTMENT Title: General Manager

Trustees completed a very rigorous recruitment for the General Manager position; Regional Government Services (RGS) was contracted to assist with the process. Close to 30 well qualified applicants applied for the position and after several months of the recruitment process Trustees are pleased to announce that they have come to a unanimous decision and offered the General Manager position to Mr. Josh Bonner.

Trustees all welcomed Mr. Bonner to the District, additionally, the Trustees would like to thank Trustee Coronel for all the work that went into the recruitment process.

Josh Bonner was present for this portion of the meeting.

Mr. Bonner expressed his excitement to come on board and thanked Trustees for the opportunity. Although public sector work is new to Mr. Bonner, working with Cities and Government isn't, he is excited to work with the Board and Community and is pleased to see active community members.

Due to a clerical error listed on the Staff Report/Agenda the terms of the contract could not be approved, however, Trustees could make the official appointment of Josh Bonner.

Legal counsel reported Public contract (retroactive to the start date) will be agendized and approved in May 11, 2021 Trustees Meeting.

Motion: Coronel motioned to appoint Josh Bonner as General Manager for the Coachella Valley Public Cemetery District and bring the contract back at the next Trustee meeting in May for approval

2ND: Underwood

Discussion: none

Yes: Coronel, Rosales, Underwood, Vossler

No: None

Absent: Rios – Although absent Mr. Rios called before the meeting and is in support of this motion

Abstain: None

** Motion carries

** Josh Bonner excused himself due to prior commitments.

INFORMATIONAL ITEMS

3.1 Previously discussed and listed above.

3.2 Information Technology Ad-Hoc Committee

Trustee Vossler and Trustee Coronel reported:

The two cemetery office telephone lines are once again working with no issues.

Six lap tops have been ordered, the original expense approved was for \$12,000.00, purchase price came in just under \$11,000.00.

Cell phones were purchased, original approved expense was for \$5,000.00, purchase price came in at 3,500.00.

Coronel and staff have been delegated to explore an Information Technology contract. Trustees have requested an update on the Cemsites expenditure approved in March with regards to the QuickBooks accounting issue brought up by the CPA.

Domain name of CVPCD.org has been purchased, district email is in place and all will be turned over to Southwest Networks.

Regional Government Services is currently working on a Technology Policy.

3.3 Office Operations Ad-Hoc Committee

Trustee Vossler: the spreadsheets provided to Trustees were for scheduled weekly burial services, weekly appointments and Cemetery information regarding COVID protocol. The reports will be provided to all on a weekly basis; Trustees are to provide feedback on the reports provided so that any changes can be made accordingly.

Office operations due to COVID are modified as follows– Office will continue to operate by appointment only, staff will now resume assisting public with finding graves and other assistance requested however, arrangement of Pre-Need services will continue to be placed on hold until further notice. Post Office Box will be eliminated in the future and explore lock box, staff is directed to explore options.

3.4 COVID-19 District Protocols

Cemetery will continue with current protocols; continue to provide one shade structure and 10 chairs for all burial services. No extra chairs will be allowed until CA is completely open. Due to current tier, live Music at burial services is not allowed, this restriction will be reviewed upon clarification and staff will be advised of any change,

Usage of face masks will be personal choice while no customers are in the cemetery office as staff is able to work at a distance and staff have been vaccinated. Face masks will be required while customers are present.

3.5 Maintenance Operations

Coronel: A suggestion by the Senior Maintenance Technician to increase staff to accommodate increase of work load was presented as per the advice of Trustees, the suggestion was reviewed by all and decided that the item will be placed on hold until the new General Manager is on board and can assess the need. All work expectations remain the same and office staff can assist in processions if needed.

3.6 Consideration to Change the Regular Meeting schedule

Coronel is asking Trustees to reconsider a change to Bylaws, specifically, meeting date and location. Rosales supports rewriting Bylaws in order for Trustee meetings to take place on a Friday. Vossler and Coronel with assistance from Legal Counsel will work on the schedule and change of Bylaws as needed. Coronel has accepted the request of fellow Trustees to remain on Board for an additional term pending the approval of County Supervisor Manuel Perez.

3.7 Discussion on Trustee Stipends/Reimbursements

Glenn Lazof of Regional Government Services confirmed Trustees are to pay taxes on stipends; his recommendation is to transition trustee stipends to be paid directly thru payroll/CBIZ beginning this new fiscal year 7/1/2021.

Additionally, the Stipend Policy will be reviewed. Vossler and Coronel with assistance from Legal Counsel will review the possible need to change Bylaws and work on terms of Trustees.

3.8 FY-2019/2020 Audit/Budget Ad-Hoc Committee

Betsy Adams and Glen Lazof with Regional Government Services (RGS) presented information for the 2019/2020 budget. The information presented is based on last year's budget and **current projections. The revenue peak due to Pandemic was also taken into consideration**, along with changes in labor issues. Also included in the budget are salary for the position of the new General Manager, possible Assistant Manager and possible maintenance positions. **Recommendation of RGS to add several new line items to improve budgeting practices to take place with the new fiscal year.** Preliminary budget will be presented at the next Trustee meeting, this will allow sufficient time for the new General Manager to review, provide feedback and make changes in order to adopt by the June 2021 Trustee meeting to comply with County deadline. Information provided by RGS for the budget has been received and filed.

TRUSTEE COMMENTS

Rosales: Provided his recommendation to Supervisor Manuel Perez to reappoint Trustee Coronel's term on the CVPCD board.

Vossler: Spoke with Amy Cuen at Supervisor Perez's office to help Trustee Coronel's reappointment and has drafted a letter of support from the entire board.

Underwood: Is in support of Trustee Coronel's reappointment.

Coronel: A letter will be submitted to Supervisor Manuel Perez to evaluate and consider reappointment.

ADJOURNMENT

11:42 a.m.

NEXT MEETING TIME, DATE AND LOCATION Next regular scheduled Trustee meeting is: May 11, 2021 8am. Location: Coachella Valley Community Trust – 45-149 Smurr Street, Indio, CA 92201

Respectfully Submitted,

Kathryn Herrera,

Clerk of the Board

Approved: 5/11/2021 BOD Mtg